



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 027

OPEN TO: **All Bangladeshi Qualified Candidates**

POSITION: **Project Management Assistant (Private Sector), FSN-09**
(Salary approx. Tk. 74,665 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade.)

OPENING DATE: **April 24, 2013**

CLOSING DATE: **May 14, 2013**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Assistant (Private Sector)** in the Economic Growth Office. Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The incumbent serves as mid-level Private Sector/Small Medium Enterprise/Trade/Finance professional for the Mission's growing portfolio under the Economic growth office (EGO). The incumbent will be a dynamic junior to mid-level professional with a clear understanding of small, medium and large business as key actors in market systems, and their role in the economic and social development, as well as a solid understanding of how governments and business can improve the effectiveness and efficiency of value chains and markets. The incumbent should have some experience in market development, legal and regulatory reform, trade, access to finance, SME development and public private partnerships. S/he should have in-depth knowledge of policies, laws and regulations needed to enable private sector led growth and the most effective ways to facilitate pro-poor responses by the private sector. S/he should also have an understanding of linkages of private sector development to food security and agricultural development issues of the country with an understanding of how to facilitate increased income at household levels.

Understanding of the role of the private sector and the national and international policy environments in improving the food security situation is also desirable. Working experience in agribusiness, SME development, trade, agricultural research, agricultural policy development and implementation, agricultural value chains, supply chain of agricultural products, and financing agriculture are also preferable.

Project Management Assistant position is located in the Feed the Future Team under Economic Growth Office, which is responsible for design, implementation and achievement of USAID/Bangladesh's Development objective 2 (DO2) "Food Security Improved."

The primary Purpose:

The primary purpose of this position is to provide program management support to the senior private sector/trade/finance, and evaluation (M&E) specialists/advisors of the EGO. With understanding and experience in the areas outlined above, the incumbent will serve in a critical support role for the design, implementation, management and monitoring of private sector/trade/finance programs for the USAID Economic Growth Office.

Activities include, but are not limited to: a) monitor results and financial status of agreements and counterpart initiatives that contribute to attaining the desired results under the Feed the Future Program; b) compilation of



reports and/or presentations required by the Mission and USAID/Washington; c) provide administrative support for travel, visits, database management, meeting logistics, communications and correspondence, etc.; d) develop and maintain professional contact with senior level officials in both the public and private sectors, including Government of Bangladesh (GOB) officials, trade and business leaders, academicians, researchers, consultants, donor agencies and non-government organizations (NGOs) to track, monitor, and communicate to the Mission on developments in the relevant sectors. Project Management Assistant also support the EG Office Director and Deputy Director as needed and represent the Mission's EG team at meetings and events.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Assistant will work under the direction of the assigned supervisor. S/he may be assigned to work exclusively on one or more projects under the overall portfolio, as well as monitoring and evaluation activities. Her/his contribution to the EG Office will include, but not necessarily be limited to, the following responsibilities:

Project Management Support: 50%

Draft, prepare, and process project documentation related to normal activity implementation and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda, and other program documents as required for the Economic Growth Office. Such documents may include internal memos and presentations or speeches, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, travel documents, statistical information and matrices containing technical terminology and other numeric data. Plan and execute field visits for the Mission management and visiting officials from the State Department, Congressional delegations, USAID/Washington, and other visiting dignitaries. Such activities may include drafting and finalizing agendas, meeting with the program implementers for the selection of and finalization of sites, preparing travel authorizations and flight arrangements, meeting arrangements, logistics support, prepare briefing books with scene setters, program briefs, and other relevant documents, field visit with the visitors, work as interpreter, and preparing brief trip reports.

The incumbent will track monthly Value Added Tax (VAT) reporting by the program implementers and collect information and prepare quarterly accruals for the programs. This position will also prepare draft and final documents, conduct data processing and analysis, as necessary and prepare final versions



of documents using appropriate software. The incumbent will track documentation through the Mission clearance process and serve as alternate Contracting/Assistance Officer's Representative (COR/AOR) to selected projects and Activity Manager as appropriate. The incumbent will be responsible for managing the logistical arrangements for project staff as well as numerous TDYs who come to the mission to work on relevant activities. Provide support for the overall day-day administration of the specific trade and private sector activities. Manage correspondence, records keeping and communication coordination. Also responsible for maintaining relationships and complex support functions that require frequent communication and interaction within the entire Mission. In this regard, s/he coordinates closely with other USAID offices such as EXO, OFM, OAA , PRO and the front office, as well.

Other Responsibilities:

Monitoring and Evaluation:

30%

Assist the senior project manager – Agreement Officer Representative (AOR) or Contract Officer Representative (COR) and the EGO Monitoring and Evaluation focal person in the formulation and implementation of the Performance Monitoring Plan (PMP). Ensure correct data collection against all the indicators at a designated interval.

Assist with reporting progress under indicators in the FTFMS (Feed the Future Monitoring System) database completion, Public Private Partnership's database, etc. Assist CORs/AORs in conducting Data Quality Assessments (DQA) per Agency guidelines. Assist in preparing scopes of work and in managing the evaluations of designated programs. Also serve as a member of internal program evaluation teams.

Communication/Reporting:

15%

Work closely with the program implementers to obtain case studies and success stories in the required format. Edit and finalize those with assistance from the CORs/AORs, the EGO focal person, and the USAID/Bangladesh Communication Team. Facilitate publishing cleared stories in the various USAID publications. Reporting responsibilities include assisting with the preparation of internal Mission and Washington specific reporting requirements including but not limited to the Performance Plan Report, Operational Plan, Portfolio Reviews, site visit reports, requested analyses, etc.

Project Close-out:

5%

Work with the program implementers for timely close-out of the designated grants and contracts. Conduct analyses and prepare documentation to resolve audit findings and recommendations, contractor/grantee performance



evaluation, final project status report, disposition of non-expendable property and memoranda recommending final close-out of grant/contract, audit of project in consultation with the Office of Acquisition and Assistance (OAA) and the Office of the financial Management (OFM).

The incumbent is responsible for operating USAID information systems consistent with "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. Education: Completion of Bachelor's level degree in a field related to business administration, accounting, economics, SME development, international trade, finance, economics or development studies. Master's Degree is desirable.

(You must attach a copy of your certificate along with your application form.)

15 points

2. Prior Work Experience: Must have three to five years of progressively responsible professional experience in business administration, accounting, finance, SME development, trade, economics or development studies. The incumbent should have experience in market development, legal and regulatory reform, trade, access to finance, SME development and public private partnerships. The successful application must also have experience in



program monitoring and planning, analysis, presentation and management of data in both written and oral form, preparation and tracking of project documentation for development agency. **35 points**

3. Knowledge: Knowledge of US Government (USG) and local processes and procedures is preferred. General familiarity with agricultural development and food security programs being implemented throughout Bangladesh would be helpful. The incumbent should have experience in market development, legal and regulatory reform, trade, access to finance, SME development and public private partnerships. **25 points**

4. Skills and Abilities: Ability to learn quickly and work with a minimum of direct supervision. Proficient in use of personal computers and related software packages particularly Microsoft Word and Excel software. Must be able to obtain, organize and analyze data and to prepare accurate, precise and well-organized reports and statistical charts. The ability to draft complex documents is necessary. Strong inter-personal skills are required. Must be able to develop and maintain working-level contacts with the Government, NGOs and other private sector agencies. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (fluent knowledge,) both written and spoken, is required in English and level IV Bangla. The incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet**



the above qualification requirements may not be considered. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.